

1-800-CONFERENCE[®]

An SBC and ConferencePlus Global Service

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Host Instructions for our ConferenceNOW[®] Service

We have set up our ConferenceNOW[®] service for you, available 24 hours a day 7 days a week. The following are the detailed instructions when you use the call. Your call is set up for 20 ports maximum and you are only charged for actual usage. If you require more than 20 ports you will need to call us and request additional ports prior to the conference.

When the **moderator/host** dials into the toll or toll-free number:

- You will be prompted to enter the passcode followed by the # sign.
The enunciator will say that the host has not yet arrived
- At that time you will be prompted to press the * key.
- Then you will be prompted to enter the moderator code followed by the # sign.
- Until the moderator arrives, the participants will be on music hold and periodically updated with a message letting them know that the host has not yet arrived.

If you should require assistance from an operator at any time during your call, press *0 on your touch-tone phone, and an operator will come on line to assist you.

ConferenceNOW[®] Touch-Tone Commands:

Host and Participants Commands

Host Only Commands

- ✚ Press *0 to speak privately with an operator.
- ✚ Press 00 to request an operator to join the conference.
- ✚ Press *5 to mute all lines except the Moderator.
- ✚ Press *5 to mute all lines except the Moderator.
- ✚ Press #5 to unmute all lines.
- ✚ Press *6 to mute your line.
- ✚ Press #6 to unmute your line.
- ✚ Press *7 to lock the conference.
- ✚ Press #7 to unlock the conference.
- ✚ Press *8 to hear the number of participants in the conference
- ✚ Press * 9 to hear the names of the participants in the conference, this feature by request only
- ✚ Press ** to play a list of available commands.